



CITY OF HOUSTON

Job Posting

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	Financial Analyst IV
<i>Posting Number</i>	PN # 103086
<i>Department</i>	Housing and Community Development
<i>Division</i>	Real Estate Programs
<i>Section</i>	Multi-Family Production
<i>Reporting Location</i>	601 Sawyer*
<i>Workdays & Hours</i>	Monday-Friday, 8:00am–5:00pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Prepare and review financial data related to the repayment of loans, debt services and write downs as required.
- Prepare and provide technical assistance and analysis on all agreements managed by Loan Servicing.
- Compile and interpret statistical data related to Financial Services.
- Prepare financial information as required by the City of Houston Controller's Office and U.S. Department of Housing and Urban Development (HUD).
- Review and make recommendations on housing and other commercial loan proposals, develop and prepare cash-flow analysis; conduct internal market study analysis on projects and perform discounted cash-flow analysis and rate-of-return projections on proposed projects.
- Prepare recommendations for project approval or declination; interact with participating banks, thrifts or mortgage companies in negotiation of inter-creditor agreements; facilitate closing of complex transactions and conduct field visits as needed.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. within an essentially normal office environment.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelors degree in Finance, Accounting, Business Administration, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of related professional experience in finance, economics, budget analysis or closely related field is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston Policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25
\$1,501 - \$2,080 Biweekly \$39,176 - \$54,288 Annually

OPENING DATE

February 16, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

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